



West Indies School of Theology

OP 4/3 - Procedure for Control of Records

PURPOSE

To define the methods by which academic and quality related records are identified and controlled.

SCOPE

This procedure refers to all records relating to the effectiveness of the quality management system and scholastic achievement.

RESPONSIBILITY

Assistant Registrar
Management Representative
President
Registrar
Site Coordinators

DEFINITIONS

| TERM | DEFINITION |
|----------------------------|--|
| Academic Record | An official record of a student's admission to and academic performance at the institution. |
| Quality Record | A document recording specific information that relates to a procedure or work instruction. Quality records are proof that an organization is complying with its procedures and policies. |
| Unofficial Academic record | An administrative document that reproduces the contents of the official academic record and is supplemented with additional administrative information intended to assist with the internal management of the student while they are enrolled at WIST. |

REFERENCES

Not applicable.

DOCUMENTATION

Quality Records Master List

F4



PROCEDURE

1.0 Quality Records

- 1.1 A Quality Record Master List, F4 is maintained by the Management Representative.
- 1.2 All personnel are responsible for the day to day control and security of pertinent records. Prior to filing, the records must be checked for legibility and completeness.
- 1.3 Quality records both electronic and physical, are to be stored in an appropriate manner to prevent damage, deterioration or loss and to facilitate accessibility and easy retrieval by the user. For electronic files a backup system is implemented to prevent record loss.
- 1.4 The retention period for each record is defined in the Quality Record Master List, F4. When that period is reached, the nominated main holder determines what happens to the record, as follows:
 - a) Retain in current
 - b) Remove to archive area
 - c) Destroy
- 1.5 Where records are archived, the nominated main holder shall ensure that adequate identification is maintained.

2.0 Academic Records

- 2.1 Academic records are stored via a physical hardcopy and an electronic copy.
 - a. Physical Copy
When a student applies and is accepted a personal student file is created and maintained by the Assistant Registrar. The personal files of all current students are kept in the cabinet lodged in the Assistant Registrar's Office. Upon graduation, personal files are removed from the active file system and archived in the Vice President Academic Affairs filing cabinet. The personal files of all graduands are archived indefinitely. Lecturer grades sheets are accepted via hardcopy and lodged in the cabinet at the Registrar's Office.
 - b. Electronic Copy
Electronic student records are maintained in the Tropical User Seminary Reporting System (TROUSERS) programme. The programme and its records are maintained by the Assistant Registrar
- 2.2 The official academic record shall contain:
 - (a) Primary information:
 - (i) Personal information which is required in the administration of official student academic records such as student number and full official name



- (ii) Registration and enrolment information.
 - (iii) Attendance information
 - (iv) Results for each course and academic period including, details of the course code, course title, credits attempted, credits earned, final grade, GPA and instructor
- (b) Supporting Information:
- (i) Evaluations of a student's academic performance subsequent to his or her admission, used to judge his or her progress through an academic program.
 - (ii) Basis for a student's admission such as the application for admission and supporting documents.
 - (iii) Results of petitions and appeals filed by a student.
 - (iv) Medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned.
 - (v) Letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence.
 - (vi) Personal and biographical information such as address and telephone number.
- 2.3 The unofficial academic record will display the information contained on the official academic record in addition to any other notation related to the student's enrolment and academic progress that is deemed to be of an internal administrative nature.
- 2.4 Where an enrolment is ineffective (e.g. cancelled or withdrawn) the course will not be recorded on either the official or the unofficial academic record.
- 2.5 Where a student is granted permission to withdraw without academic penalty the course will not be included on the official academic record but will be included on unofficial academic records as a result starting with a "W".
- 2.6 Where a special examination is granted, the final result only will be recorded on the official academic record, but the award of the special examination (SP) will be included as a noting on the unofficial academic record.
- 2.7 Where a student is subject to warning or refused enrolment, a notation of the status and any subsequent decision regarding re-enrolment is included on the unofficial academic record only.
- 2.8 A student or former student may make application to have their legal name changed on their official academic record. All other details on the official academic record are the



enduring record of the student's academic activities while enrolled at WIST and are not subject to change.

- 2.9 The request to have a change of name recorded on the official academic record must be submitted in writing, addressed to the President along with any supporting documentation.
- 2.10 Student records are filed alphabetically and maintained for each campus by the persons outlined in the table below:

| Campus | Current Files | | Archived Files | |
|------------------------------|------------------------------|-------------------|------------------------------|---------------|
| | Location | Holder | Location | Holder |
| Main Campus | Assistant Registrar's Office | Registrar | Assistant Registrar's Office | Registrar |
| South Extension Class | Site Office | South Coordinator | Assistant Registrar's Office | Registrar |
| Tobago Campus | Site Office | Administrator | Site Office | Administrator |
| Barbados Campus | Site Office | Administrator | Site Office | Administrator |
| St. Vincent Campus | Site Office | Administrator | Site Office | Administrator |

- 2.10 Designated holders are responsible for ensuring that all records are adequately secured and treated in a manner that ensures the confidentiality is maintained.